

MADERA COUNTY

DIRECTOR OF PUBLIC WORKS

DEFINITION

Under general administrative direction of the Resource Management Agency (RMA) Director, to plan, direct, manage, and oversee the functions, operations, and programs of the Public Works Department; to coordinate department transportation planning efforts and activities; to serve as County Engineer; to serve as County Road Commissioner; to oversee Special District services and County Service Areas and Maintenance Districts, parks and grounds maintenance, building maintenance and safety, flood control, solid waste services and road functions.

DISTINGUISHING CHARACTERISTICS

The Director of Public Works is appointed by, and serves at the pleasure of, the Board of Supervisors but reports to and receives general administrative direction from the RMA Director. The Director is responsible for all duties as prescribed by State law and local ordinances and directives associated with the functions of County Road Commissioner and County Engineer. This single position class is responsible for overall policy, development, program planning, fiscal management and operation of assigned divisions, including engineering, land improvements and real property services, road and bridge maintenance, building and grounds maintenance, and special districts.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees the functions, operations, and programs of the Department of Public Works including road operations, surveying, engineering services, parks and grounds maintenance, building maintenance, solid waste management, public transportation, county service areas and maintenance districts, special projects, right-of-way acquisition, staff support and related activities; provides engineering expertise for grading, flood control, surveying, sewer and water systems, and structural calculations; coordinates the formulation of long-range planning, including financial and capital improvement plans; performs the duties of County Engineer as required by law; performs the duties of Road Commissioner as required by law; performs traffic engineering functions; selects, directs, supervises, trains, and evaluates assigned staff; determines priorities for road and bridge projects and improvements; estimates staff hours, equipment costs, and materials costs for road and bridge maintenance and construction projects; reviews completed work and work in progress for adherence to proper work standards; develops and administers assigned budgets, prepares budget requests, and controls expenditures; oversees the preparation of and prepares reports and presentations on assigned functions and activities; directs the maintenance of Department related records; prepares a variety of reports on Department activities; coordinates work projects; confers with subordinate supervisors and other Department staff on accidents and safety hazards; provides

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

technical engineering input for road and bridge work; reviews bids and provides input on their acceptance; coordinates departmental transportation planning efforts and activities; represents the Department to the public, community organizations, other governmental agencies and at the Board of Supervisors' and Planning Commission meetings; participates on a variety of boards, committees, and commissions; attends and participates in professional group meetings.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and techniques of organization, administrative management, budget development, preparation, and fiscal control.

Principles and practices of personnel administration, effective supervision, and training and performance evaluation.

Principles and practices of civil engineering, including road and bridge planning, development, design, construction and operation.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to County roads, bridges, buildings and structures.

Duties and responsibilities as established by law, of the office of County Road Commissioner and County Engineer.

Pertinent Federal, State, and local laws, codes, and regulations relating to Public Works activities.

Safe work practices and safety standards.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the Department of Public Works.

Supervise, train, and evaluate the work of assigned staff.

Oversee the performance of land surveying tasks.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to:

Understand and interpret engineering plans and specifications.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Prepare and present accurate and comprehensive reports and recommendations.
Develop and prepare assigned budgets and control expenditures.
Prepare clear and concise reports.
Understand and resolve complex engineering problems.
Effectively represent the Department of Public Works to the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible professional engineering experience, involving the design, construction, and maintenance of roads and bridges, or other professional experience in a diversified public works agency, including three years of management or administrative experience.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in engineering, public administration, business administration, or a related field.

License or Certificate:

Possession of registration as a Civil Engineer in the State of California.
Possession of, or ability to obtain by date of appointment, an appropriate, valid Driver's License issued by the California Department of Motor Vehicles.

Madera County
Director of Public Works (continued)

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift 30 lbs.; some exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: April 2006